# LESSON PLAN

NAME OF THE FACULTY      : SAURAV KUMAR
DEPARTMENT               : ARCHITECTURAL ASSISTANTSHIP
SEMESTER                 : 2nd
SUBJECT                  : FUNDAMENTALS OF IT
LESSON PLAN DURATION     : 18 WEEKS
WORK LOAD PER WEEK       : 06

| Week | Lecture Day | Topics |
|---|---|---|
| **Week-1** (3 Hrs.) 15/02/2024 - 16/02/2024 | 1 | **General Introduction** of subject, syllabus, practicals, subject's significance and relevant books |
| **Week-2** (6 Hrs.) 19/02/2024- 23/02/2024 | 2 | **Unit-1 Basics of Computer** Introduction to computers, history of its development with different generations, Block diagram of computer |
| | 3 | Hardware, Software, Booting, its types and steps of booting, CPU and its functions, **Practical** |
| **Week-3** (6 Hrs.) 26/02/2024- 01/03/2024 | 4 | Memory and its types, functions of memory, Memory and CPU and their interaction and functions, Storage devices in computer |
| | 5 | Types of memory used in computer, cache memory and its importance, CPU speed and CPU word length, **Practical** |
| **Week-4** (6 Hrs.) 04/03/2024- 08/03/2024 | 6 | **Unit-2 Basic Internet Skills** Introduction to browser and World Wide Web, Use of search engine and various search engines |
| | 7 | Digital India portals, various state and national portals and college portals, **Practical** |
| **Week-5** (6 Hrs.) 11/03/2024- 15/03/2024 | 8 | Revision of Unit-1 and Unit-2 |
| | 9 | Class Test of Unit-1 and Unit-2 |
| **Week-6** | 10 | **Conduct of 1st Sessional Test From 15/03/2024-** |

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|  | **11** | **21/03/2024** |
| **Week-7** (6 Hrs.) 25/03/2024- 29/03/2024 | 12 | Unit-2 continued, Email, its advantages, various service providers, functioning of Email, creating Email ID, sending and receiving Mails, attaching documents |
|  | 13 | Use of Gmail, G-Drive, Google Calender, Google Sites, Google Sheets, Google Meet, WebEx, **Practical** |
| **Week-8** (6 Hrs.) 01/04/2024- 05/04/2024 | 14 | **Unit-3 Basic Logic Building** Introduction to programming, problem solving and steps involved, Algorithm and Flowchart, Steps involved in Algorithm development |
|  | 15 | Difference between algorithm and flowchart, symbols used in flowchart, algorithm and flowchart for simple problems and practice of logic building, **Practical** |
| **Week-9** (6 Hrs.) 08/04/2024- 12/04/2024 | 16 | Class Test of Unit-2 & Unit-3 |
|  | 17 | **Unit-4 Office Tools** Introduction to office tools like Open Office, Libre Office and MS Office, Open Office writer, typesetting text and basic formatting, **Practical** |
| **Week-10** (6 Hrs.) 15/04/2024- 19/04/2024 | 18 | Hyperlink, bookmarks, LibreOffice, its components and advantages over other office suits, LibreOffice Calc and working with cells |
|  | 19 | **Practical** of Unit 4 and Revision for 2nd sessional |
| **Week-11** | **20** | **Conduct of 2nd Sessional Test From 22/04/2024-** |
|  | **21** | **26/04/2024** |
| **Week-12** (6 Hrs.) 29/04/2024- 03/05/2024 | 22 | OO Calc, creating table, inserting sheets, working with data, formula and functions, nested functions |
|  | 23 | Array formula, macros, charts in presentation, inserting graphic images and tools, **Practical** |

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| **Week-13**<br>(6 Hrs.)<br>06/05/2024-<br>10/05/2024 | 24 | Open Office Impress, supported file formats, creating presentation, slide show, Transition and animation |
| | 25 | **Practical** of Unit 4 |
| **Week-14**<br>(6 Hrs.)<br>13/05/2024-<br>17/05/2024 | 26 | **Unit-5 Use of Social Media** Introduction to digital marketing and its difference from traditional marketing, benefits and characteristics of digital marketing |
| | 27 | Digital marketing tools, visual design and content creating tools, effective use of social media, features, advantages and disadvantages of social media |
| **Week-15**<br>(6 Hrs.)<br>20/05/2024-<br>24/05/2024 | 28 | **Practical** of Unit-5 |
| | 29 | Revision of Unit-4 and Unit-5 |
| **Week-16** | 30 | **Conduct of 3rd Sessional Test From 27/05/2024-31/05/2024** |
| | 31 | |
| **Week-17** | 32 | Revision of entire syllabus with previous year question papers |
| | 33 | Mock Test of Complete Syllabus as per final theory examination scheme |
| **Week-18** | 34 | Problem Solving Classes |
| | 35 | |